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General Headquarters
Supreme Commander for the Allied Powers
Allied Translator and Interpreter Section
Washington Document Center (Adv)

ADMINISTRATIVE MEMORANDUM) : 27 December 1945

NUMBER : 9

1. WDC (Adv) Motor Control will be located at Message Center Desk, Room 236.

2. Transportation request forms are obtainable from Section Chiefs and Message Center.

3. Forms must be approved by Lt Becker or Capt Meginn Lt Putman, Comdr Rand, or Lt Col Smith in the absence of the first two officers. T/3 S. Hongo is appointed authorized dispatcher.

4. To obtain transportation:

a. Fill out form.
b. Submit approved form to T/3 Hongo, Rm 236.

5. Drivers may not be available at all times; officers are therefore advised to secure personal drivers permits through Lt Green, ATIS Motor Officer.

BY ORDER OF LT. COL. R. V. SMITH:

WESLEY S. MEGINN
Captain AC
Exec. Off. WDC(Adv)

Policy Book

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VDC(ADV)

MOTOR VEHICLE REQUEST FORM

TYPE:_____
DATE:_____
DESTINATION:_____

TIME REQ'D:_____
RETURN TIME:_____

DRAWN BY:_____
SECTION:_____
APPROVED:_____
COMMENTS:

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